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EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

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DEPARTMENTS OF THE ARMY AND AIR FORCE   **ANNOUNCEMENT #:** ARNGT 04-016
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD   **OPENING DATE:** 23 January 2004
HUMAN RESOURCES OFFICE   **CLOSING DATE:** 9 February 2004
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410   **ANTICIPATED FILL DATE:** 14 Mar 04

POSITION TITLE AND NUMBER   **UNIT/ACTIVITY AND DUTY LOCATION**
Information Technology Specialist (EI)   J6, HQ STARC, NCARNG (DCSIM)
PDCN 70181000, MD#: 1213-725   Raleigh, North Carolina

GRADE AND SALARY **EMPLOYMENT STATUS**
GS-2210-09 $46,175.00 - $60,028.00 per annum   Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the **STATEWIDE.** Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is *REQUIRED* that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application.   The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience for GS-09 which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Inservice placement actions will be considered when applicable.

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KNOWLEDGE, SKILLS ABILITIES (KSA'S)

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Below are listed the KSA's for this position. Applicants *MUST* address each KSA individually in paragraph format by explaining any civilian and military work experience (*WITH DATES*) that provided that KSA. It is *REQUIRED* that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to research and analyze data.
2. Ability to communicate orally and in writing.
3. Skill in organizing work in logical sequence.
4. Knowledge of computer programming techniques.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

Announcement No ARNGT 04-016 (Cont)

MILITARY ASSIGNMENT: Assignment to a compatible <u>Warrant Officer/Enlisted</u> position in the NCARNG is mandatory. [<u>WO</u>: BR 25, MOS 420A, 918B; Enl: CMF 31, 74)]

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Information Systems Support Branch of the Deputy Chief of Staff for Information Management (DCSIM). The incumbent serves as principle advisor, consultant and trainer of information systems training within the state and has primary responsibility for the development, implementation, management and administration of the information systems training program. Develops policies and procedures at the state level for identifying organizational and individual training needs, training opportunities and sources of needed information systems training for positions in technical, professional, administrative, managerial and skilled craft occupations. Plans and develops organizational training programs. Ensures that local course and training opportunities are publicized. Identifies, recommends, conducts and contracts sources of training as required. Serves as the focal point for technical inquiries about available training. Writes and publishes clarification guidance on eligibility requirements for specific training courses. Interprets training regulations, manuals, policies, procedures and ensures compliance with command directives. Evaluates informal feedback from clients. Arranges for training facilities for all Information Systems courses. Serves as a technical resource on DOD, NGB, and state required automated systems and software programs. Displays a knowledge of telecommunication infrastructure and resources. Has ability to provide solutions to customer requests in all facets of the DCSIM to include networking, visual information, and information services. Understands and assists with maintaining standardization of hardware and software applications within the organization. Tests and evaluates software for compatibility with existing operating systems. Provides technical guidance and assistance to other personnel involved in operating systems, testing programs, adaptation of NGB standards and locally developed or commercially available software. Advises computer end-users on characteristics of systems software. Incumbent is technically qualified to assist functional users in design, programming techniques, software requirements, documentation and management of user application software and hardware. Provides technical assistance to functional users for planning, installation, and start-up of computer systems and application programs. Assist functional users in determining requirements for local area network (LAN) configuration. Within established standards, determines size and type of network interface required, appropriate communications software and hardware requirements. Ensures that network security requirements are identified and fulfilled. Tests and evaluates vendor hardware and software for applicable users to ensure conformance with the information management standards. Develops application programs for a variety of computers utilizing various programming languages. Determines logic, codes in appropriate program language, tests, debugs programs, and prepares documentation. Analyzes customer requirements and determines most appropriate automation resource to utilize, including software and hardware. Confers with customer to obtain supplementary information to develop or maintain application programs. Provides troubleshooting assistance to customer by phone or on-site. May also assist in the installation of computer systems. Provides input/assistance to the supervisor relative to the development and maintenance of the Information Management Plan (IMP). Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. <u>Submission of this information is voluntary</u> and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared <u>prior</u> to effective date. Applicants will be advised in writing at the interview. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

<u>INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974</u>

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

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